

**ST.XAVIER'S INSTITUTE OF EDUCATION  
MUMBAI**

**INTERNAL QUALITY ASSURANCE CELL MEETING**

**Date: 29<sup>th</sup> November 2016**

**Time: 2:00PM – 4:45PM**

**Venue: Conference Room**

**Members present:**

- Fr. Blaise D' Souza S.J., Manager, St. Xavier's Institute of Education Society
- Fr. Dr. Frazer Mascarenhas S.J , Manager, St. Stanislaus High School
- Dr. Agnel Menezes, Principal, St.Xavier's College
- Dr. Sybil Thomas, Associate Professor, Dept. of Education, University of Mumbai.
- Dr. Indu Garg, Former Professor & Head, Dept. of Education, University of Mumbai.
- Dr. K. Subramaniam, Centre Director, HBCSE, Mumbai.
- Fr. Jude Fernandes S.J., Principal, St. Mary's School.
- Ms. Preema Noronha, Principal, St. Xavier's Boys' Academy, Mumbai.
- Dr. Vini Sebastian (In- Charge Principal)
- Dr. Bijoy K. Thomas (IQAC Coordinator)
- Dr. Geeta Shetty
- Dr. Elvina Pereira
- Ms. Shadab Paloji
- Ms. Kalpana Chavan
- Ms. Nishi Kumar
- Ms. Priti Sivaramakrishnan
- Ms. Meena Suryawanshi (Librarian)
- Ms. Violet Carvalho (Administrative Staff Representative)
- Ms Jennifer Aranha ( Student Representative)
- Ms. Fateema Electricwala ( Student Representative)

The meeting started at 2:00P.M. Dr. Vini Sebastian, I/C Principal welcomed the members for the IQAC meeting with new hope and faith towards quality assurance. The coordinator and reporting secretary were announced. The agenda of the meeting was read out by Dr. Bijoy, followed by formal announcement and significance of the theme of the year –Harmony in form of presentation. Dr. Elvina Pereira was invited for formal introduction of all the members. The agenda was executed in the below order.

1. Overview of the theme based activities of first half of the Academic year
2. Feedback highlights and quality initiatives of Semester Activity
3. Proposed Best Practices of the Year
  - a. TEAP
  - b. Developing Student Leadership
  - c. Library and Administration System
4. Quality initiatives of the Institution
5. Overall Suggestions From The IQAC Members
6. Students' Perspective

The suggestions given by the IQAC members are minuted as follows:

**1. Overview of the theme based activities of first half of the Academic year**

**COPE (Career Oriented Progressive Education)**

- The objectives of COPE can be reframed to highlight its uniqueness.
- Some of the activities mentioned are a requirement to make the paper more interesting and real. So it can be avoided as the best practices.
- The psychometric testing and personality testing are criticised as labelling students, therefore can be avoided, unless it serves any purpose for betterment of students.
- The student portfolio can be used as to bring about quality changes in the Institution for the students' benefit.
- In COPE one can include student –teacher 'self- motivation' theme as a part of career advancement, so as to equip the student teachers to be prepared and self- motivated to face the real world of work, and even fight for justice.

**The Literacy awareness Program:**

- Operationalise the definition of literacy /awareness as announced in the practicum meeting. The marks are involved so students' should not suffer if it is not the right activity. Rationale has to be given for taking literacy/awareness at BMC schools.
- Being a Jesuit Institution for literacy/ awareness, instead of BMC schools, even Jesuit run centres can be approached, like REAP.
- Some Internship lessons can take place in BMC schools.
- Non-formal settings have to be approached, instead of formal schools like BMC.

(The student teachers have to get a clear picture of the realities in the outside workplaces. There is difference in salary package, there is injustice, sometimes exploitation but one has to be aware of all the facts, be equipped to fight against the injustice.)

- It was added that as Harmony is the theme of the year, there has to be addition of environmental harmony. No harmony can be without justice.
- Overview of the first half was termed as challenge, but the points presented were a part of B.Ed administration and need not be taken as a challenge – like admissions, organisation of internship program, literacy/awareness program.

### **Internship:**

- Internship organisation has to be in collaboration of the Principal and staff of the schools as extensive time is spent in the schools by the students.
- Better organisation and planning is needed for internship.
- Difficulties like completion of syllabus, large number of students, taking smaller units, student teachers changes the teacher-student ratio, climate, being in school for a long time needs to be deliberated and organised well.
- Student teachers have to understand mainstream teaching, as they are in the school like school teachers, the time period of internship being so wide.
- More involvement, better communication and more give and take is accepted with such internship. Republic Day, Constitution Day has to be celebrated with the schools.
- Need for better interaction with school and staff
- Being the first year, it was a learning experience, but one must blend internship with the needs of the school and with better planning, better implementation has to be done.

### **2. Feedback highlights and quality initiatives of Semester Activity:**

- The feedback seemed very general.
- Students should be taught to work in the restraints with the available resources.
- Feedback can be considered for further research to understand learners, differences in school ethos, and not just as an output.

### **3. Best Practices of the Year**

#### **3.a. TEAP (Teacher Enrichment Add-On Program):**

- Mentoring is a regular activity, even if TEAP program is optional
- Making placards, posters have to be integrated with Prayas as it is a part of it.
- Sensitive issues, real issues of justice can be incorporated in TEAP
- More collaborations with Pratham, Teach for India can be included in the TEAP.

#### **3.b. Student Leadership Program:**

- Student leadership for social change has to be internalised in the students.
- Leadership Model of social change terminology was avoided from the conceptual framework of the Program.
- Conscious efforts should be taken to ingrain social responsibility.

- Rural camp can be continued for SY B. Ed students too so there is continuity.
- Social service group like Desh Apnay is in collaboration with a school, the student teachers under leadership during internship can accompany them.

### **3.c. Library Practices**

- There are no out of syllabus books, old, torn, tattered books have to be preserved.
- College library has a collection of books from 1920s, which can be preserved
- Digitalise old books so they can be used.
- Inter-library facilities with colleges like St. Xavier's can be availed of.
- Library committee meetings to be arranged for library update
- Cataloguing of books was a challenge even during NAAC, its completion has to be a priority.
- Library on demand to be reworded to get clear understanding of its purpose.
- A data of number of students visiting library has to be maintained.
- Reading of students is on steady decline, so library can take initiatives to encourage library use among the student teachers, which will have an effect on coming generation of students.
- E books , e journal reading can be encouraged
- Reference list per course has to be updated.

### **4. Quality initiatives of the Institution**

- It's a five year plan, but change, feedback has to be considered. The plan has to be flexible to meet the new targets, goals and objectives.
- Each criterion when allotted to a faculty cannot be taken as one's own, the suggestions, views on that criterion from any other faculty has to be accepted. All faculties have to be involved.
- Research dimensions have to be strengthened. Faculty must be involved in research and writing papers, the pooling of the papers must be a priority and then one can pursue a journal which will make the Institute self-sufficient for publication. The journals are getting commercialised, so research work has to be promoted better than concentrating on journal.
- Clear cut planning, timeline, achievable goals in reasonable time has to be worked out rather than a general five year initiatives. Prioritise the targets, as you move to fulfil them more hurdles and challenges have to be handled. Need to limit the initiatives, to be more specific and practical. Taking NAAC recommendations, plan vision 2021, plan which are to be achieved within one or two years.

### **5. Overall Suggestions From The IQAC Members:**

- In IQAC report, list the suggestions and what actions are taken have to be presented.
- The minutes of previous meeting have to be circulated. The minutes of this meeting if circulated early then it can be better deliberated upon.
- Increase the frequency of the IQAC meetings, there was a wide gap between the last meeting and the present one.

- There has to be chair to the meeting, the chair and faculty need not be defensive towards the suggestions of the IQAC members
- A structure of the meeting has to be revisited, as it looks repetitive and duplication of the proceedings in every meeting.
- Action taken Report has to be presented on the basis of suggestions.
- Timeline has to be set and respected.
- Time management of the meeting has to be looked into.
- The acceptance or decline cannot be assured by the IQAC members; it is a collective decision of the faculties. The suggestions have to be integrated for any further deliberations.

#### **6. STUDENTS' PERSPECTIVE**

- This has to be presented by the students
- Quality initiatives students should discuss and come out with their solutions and perspectives.

IQAC coordinator assured that after the present meeting, modifications in the plan will be done on basis of the suggestions given by the IQAC members and circulated. The minutes of the meeting will be circulated at the earliest.

The meeting ended with a vote of thanks to the members of IQAC.

Dr. Vini Sebastian  
I/C Principal

Dr. Bijoy Thomas  
IQAC Coordinator

Ms. Kalpana Chavan  
Reporting Secretary